



**Policy for verifying the
identity of candidates in exams
2021-2022**

- ▶ Before the start of the external exam series candidates are issued with photo ID cards with their legal name and exam number printed on them by the Exams Officer
- ▶ At the start of each examination candidates place their ID card on the edge of their desk in plain view
- ▶ When taking the register, invigilators verify that the correct candidate is in the correct seat according to the seating plan and register, and amend the seating plan and register accordingly if this is not the case
- ▶ If the invigilator is unsure of the identity of a candidate, they report directly to the Exams Officer, who may refer the query to the Head of Year or a member of the Senior Leadership Team if required
- ▶ In the case of external (private) candidates, the Exams Officer verifies the identity of the candidate, checking photo ID (passport or photo card driving license) where the candidate in question is not previously known to the Exams Officer